

Monday, September 2, 2024

Administrative Associate

Company: Discovery Programs

Location: New York, NY

Compensation: \$20 per hour

► [Share](#) | [Print](#) | [Download](#)

Discovery Programs, an early childhood and arts, sports and recreation organization, is looking for an Administrative Associate to work in our dance program on Tuesdays 3:20pm-6:30 or 7:30pm, Wednesdays 3:30pm-7:00 and Saturdays 9:00am-1:00pm. The person will monitor arrival and dismissal of dance students and their families, communicate with parents and caregivers regarding the program, policies, and any questions, update attendance and rosters, process paperwork, supervise children in the lobby and bathrooms, maintain safety of children and the space, and complete other administrative duties as needed. Applicants should be outgoing and engaging, have comfortability working with children of all ages and have strong communications skills. Applicants should send a cover letter and resume. UWS Location at W. 97th and Broadway. Additional subbing and special event work is also available.

Discovery Programs
251 West 100th
New York, NY, 10025
212-749-8717
www.discoveryprograms.com

For more information:
Katie Kheel
katie.discovery@gmail.com
212-749-8717

[< back](#)

[previous listing](#) • [next listing](#)